

JOB DESCRIPTION

Job title:	Sales & Marketing Administrator.
Department:	Sales & Marketing.
Location:	Beaconsfield.
Working hours:	9.30am to 6pm Monday to Friday.
Reporting to:	Sales & Marketing Manager.
Direct reports:	N/A.
Main purpose(s) of job:	The Sales and Marketing Administrator is responsible for providing administrative support to meet the needs of the company, its services and products and those of existing and new clients. They will contribute to delivering Sargent-Disc's low carbon Digital Production Office® applications, as well as its Payroll and Production Accounting Services to clients.
Main tasks and duties:	<p>Administration:</p> <ul style="list-style-type: none"> • Handling product and service enquiries. • Logging and updating client enquiries along with product and services sales in CRM (customer relationship management software). • Communicating knowledgeably about all company products and services in order to deal professionally with client enquiries providing quotations. • Processing client agreements and contracts. • Supporting the invoicing of clients. • Running CRM reports for products and services as required. • Generating sales reports as required. • Scheduling face-to-face or online screen sharing conference demos as required. • Support in presenting product demos as required. • Formatting documents and forms. • Updating company websites and online profiles as instructed. • Organising meetings and producing minutes. • Research, provide summary digests and track domestic and international film and television production sales leads within CRM. • Support the delivery processes for Sargent-Disc's Digital Production Office® suite of applications and other services by checking product order and start paperwork, and forwarding for implementation. • Support in content creation and delivery on Sargent-Disc social media channels and websites. <p>This list is not exhaustive, and other duties may be required commensurate with this position as roles evolve.</p>
Person Specifications:	<ul style="list-style-type: none"> • Educational Qualification: BA Honours Degree or above. • Computer literate - an experienced user of Microsoft Word, Excel and PowerPoint packages. • Strong administration skills covering a range of systems and procedures. • First class written English, strong drafting skills for clear and professional written

communications.

- Excellent interpersonal and communication skills for good working relationships with external companies, clients, agencies and internally.
- Ability to deal with a wide variety of enquiries (by phone and email) efficiently
- Ability to prioritise and deal with a high volume and varied workload.
- Enthusiastic, calm, well organised Administrator, with an attention to detail.
- A commitment to developing additional skills.
- A commitment to the work of Sargent-Disc and an interest in the film and television industries.

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Desirable:

- Two years of experience within an administrative role.
- Experience of CRM systems
- Experience of film and television production
- Familiarity with production software packages.
- Foreign languages.